



**FEDERAL COURT  
OF AUSTRALIA**

**4548229 - Caitlin Wu for NCF Registrar**

<b>NAME</b>	<b>ADDRESS</b>
Caitlin Wu	
<b>EMAIL</b>	Victoria
	Australia. Postcode:
<b>PHONE</b>	

## **Responses**

**Question / Answer**

**Are you an Australian Citizen?**

Yes

**If you replied no but have applied for citizenship, please provide the date of your application.**

Australian citizen

**If you replied no but have not applied for citizenship, please provide evidence of your eligibility to work in Australia.**

Australian citizen

**Have you taken a redundancy benefit from an APS agency in the last 12 months?**

No.

**Please provide a response against the following selection criteria. <br></br> <br></br> Demonstrated knowledge of the Federal Court's jurisdiction, practices and procedures, or the ability to acquire such knowledge quickly and the ability to interpret and apply Rules and Regulations.**

My position as a Legal Case Manager at the Federal Court has allowed me to gain substantial knowledge of the Court's original and appellate jurisdictions. I am regularly asked by both my colleagues and members of the profession to provide guidance and advice where the Court's practices and rules are ambiguous. To resolve various procedural queries, I have become practiced at efficiently and accurately identifying relevant sections of legislation, rules and regulations. I am confident in interpreting and applying the relevant rules and regulations. I ensure that when escalating a problem to a more senior staff member, I have conducted preliminary research and am able to suggest a logical solution with reference to the appropriate rules. In addition to my knowledge of the Federal Court Rules 2011, I am used to consulting other rules and regulations, such as the Federal Court (Bankruptcy) Rules 2016, the Bankruptcy Regulations 1996 and the Federal Court (Corporations) Rules 2000, having assisted various Registrars with their bankruptcy and corporations lists. Further, my role in the Victorian Appeals Team has also ensured my particular familiarity with the appellate jurisdiction. Both registry and chambers staff often contact me, as they know that I am able to assist and identify the relevant rules in appeal matters. My strengths in interpreting and understanding legislation, processes and procedures generally have been fostered throughout my law degree and enhanced by my multiple years of industry experience working in a busy city law firm. I am confident of my ability to quickly understand and acquire an understanding of procedures, guidelines and rules.

**Excellent analytical and conceptual skills and demonstrated achievements in developing and implementing improved and innovative services and processes.**

My analytical ability is strong. From my time as a student at law school, to working in a law firm and at the Court, I have learnt to approach problems and situations in an orderly, logical manner. When issues arise, I try to think about the positions of each of the parties involved, and suggest a compromise that is reasonable and fair to all. I ensure that any proposed action achieves the best outcome for all parties as efficiently as possible. As a Legal Case Manager at the Federal Court working closely with the local Victorian Appeals Registrar, I am often tasked with handling complex and delicate matters (frequently involving self-represented litigants). For instance, I have reviewed appeals and applications in which the issue of leave is in question. I ensure that I weigh up the interests of the applicant/appellant, and the respondent, the legal representatives involved, and the Court when making a recommendation to the Registrar. I am dedicated to improving the Court's services and processes. I have previously been involved with the Victorian e-Specialists team, which is part of the broader national team that considers suggestions and implements new initiatives to improve the Court's technology and case management systems. Additionally, the Business Applications team has regularly consulted me. For example, I have provided feedback on Report of Listings function in the Electronic Court File, with a view to enhance its utility and efficiency for the Court staff. I also contribute to the preparation of the District Registrar's report at the monthly Judges' Business Lunch meeting. Since my commencement in the Senior Legal Case Manager role in January 2016, I have been involved with creating a new version of the report, ensuring that the report covers more complete and comprehensive content, presented in a more professional and modern format.

**Demonstrated ability to critically evaluate information and demonstrate sound judgment in decision making.**

I have a demonstrated capacity to rationally process and consider large volumes of information. In my current role as Senior Legal Case Manager and coordinating the Victorian Appeals Team, I am often multitasking and handling numerous issues at the one time. I am frequently working on organising the Full Court and Appellate sitting periods and matters, while simultaneously preparing for bankruptcy and corporations lists. My work in these areas means that I am constantly receiving new information and updates from multiple parties and practitioners at once. I am able to critically evaluate this information, and offer accurate and logical advice in response. I have strong decision-making skills. My colleagues in the registry frequently call on me to provide an opinion when issues or complexities arise. Additionally, I often act as a back up for senior staff when they are unavailable. For instance, when the Deputy Director of Court Services is absent, I act in his place and provide guidance to other members of registry. I am confident that my colleagues respect my sound judgment.

**Highly developed communication skills, including the ability to represent the court at a senior level, interact with the public and legal profession and the ability to influence behaviour and attitudes at all levels.**

My role as a Legal Case Manager has enhanced my existing written and verbal communications skills. Much of my daily work involves speaking by telephone with practitioners, self-represented litigants and other external organisations (such as Justice Connect and the Australian Financial Security Authority). I am also accustomed to drafting written correspondence to send both from myself and on behalf of the District Registrar. I am used to adapting my written communications when preparing correspondence on behalf of different Registrars. I am also practised in verbally briefing my colleagues on any problems that arise. When drawing an issue to the attention of the duty registrar, or delegating tasks to other team members, I try to provide a succinct, efficient overview of the background of the matter. I am trusted by senior staff to represent the Court in a professional manner. For example, I have attended meetings in the place of the Deputy Director of Court Services where he has been unable to attend, and I have represented the Court in other meetings with the profession generally. I am involved with organising the Bankruptcy Users Group and the Migration Users Group with members of the profession. These meetings often focus on implementing change in Court's practices and processes. I am able to contribute positively to influence behaviour and attitudes. When discussing and resolving a problem with senior staff, including the duty registrar, I ensure that I am prepared with research so that I can offer alternative options and solutions.

**Legal qualifications and admission as a practitioner of the High Court or the Supreme Court of a State or Territory of Australia.**

I graduated from Monash University in 2014 with a Bachelor of Laws and Bachelor of Arts. Although I am not currently admitted as a practitioner, I intend to enrol and become admitted in 2017. I have significant practical experience working in a commercial law firm as a paralegal for a number of years, and substantial knowledge gained from my time at the Federal Court.